



**DEPARTMENT OF PUBLIC SOCIAL SERVICES
BUREAU OF HEALTH, NUTRITION AND COMMUNITY SERVICES
BUREAU OF WORKFORCE SERVICES**

Number:
4447

Date:
07/15/2003

ADMINISTRATIVE DIRECTIVE

SUBJECT: PROCESSING JAIL MATCH ABSTRACTS

REFERENCE: ALL COUNTY LETTER 98-10, FEBRUARY 19, 1998

CANCEL DATE: None

SPECIAL ATTENTION:

<input checked="" type="checkbox"/> CalWORKs	<input checked="" type="checkbox"/> CAPI	<input checked="" type="checkbox"/> GAIN
<input checked="" type="checkbox"/> General Relief	<input checked="" type="checkbox"/> Food Stamps	<input checked="" type="checkbox"/> IHSS

I PURPOSE/BACKGROUND

This Administrative Directive releases procedures for processing the Jail Match abstracts received from the California Department of Social Services (CDSS).

The Jail Reporting System (JRS) was developed by the CDSS in July 1996 as a result of Senate Bill (SB) 1556. This bill requires city and/or county jails to report information on individuals incarcerated over 30 days to CDSS. Those individuals are then matched against the Medi-Cal Master Eligibility File (MMEF) to determine if they are currently receiving assistance.

The initial match criteria is the Social Security Number (SSN). A secondary match that includes name, any known alias, date of birth and gender is also done when the SSN does not match.

II POLICY

Welfare Fraud Prevention and Investigations Section (WFP&I) receives the Jail Match roster (Attachment I) and abstracts (Attachment II) monthly. The roster and abstracts are received in two separate batches, one matched by SSN and the other matched by name, DOB and gender. Both batches must be processed. This information is only a fraud indicator and must be verified with the incarcerating agency.

III PROCEDURES

A. Welfare Fraud Investigator (WFI)

1. Upon receipt of the monthly JRS roster and abstracts, the WFI shall:
 - a. Review each abstract.
 - b. Highlight the date of incarceration and the date of release located on the top portion of the abstract.
 - c. Identify matches that do not need further investigation, using the following criteria:
 - The participant was released within 30 days of incarceration.
 - The incarcerated person is under 13 years of age.
 - The name, DOB, gender and SSN do not match.
 - d. Annotate the abstract and the JRS roster as Negative - Administrative Disposition on matches that do not need further investigation.
2. For the remaining matches, the WFI shall review LEADER to determine if the individual is currently receiving assistance.
 - a. If the case has been denied or terminated, or the individual has been deleted from the Assistance Unit (AU), the WFI shall:
 - Attach a LEADER printout to the abstract.
 - Annotate the abstract and the JRS roster as Negative – Administrative Disposition.
 - b. If LEADER shows the individual is currently aided, the WFI shall:
 - Compare the effective date of aid with the date of incarceration.
 - If the date of the application or the approval date is later than the incarceration date, annotate the abstract and roster as Negative – Administrative Disposition.
 - c. If the application or approval date is prior to the incarceration date, the WFI shall confirm the individual's current incarceration status by checking for a release date on the Los Angeles County Sheriff's website. If the JRS indicates that the participant is incarcerated in a facility other than Los Angeles County Jail, the WFI shall contact the appropriate facility. If the individual has been recently released from custody, the WFI shall:
 - Annotate abstract and roster as Negative - Administrative Disposition.

III PROCEDURES (Continued)

A. Welfare Fraud Investigator (WFI) (Continued)

2. (Continued)

- File roster in binder.
- d. Abstracts for matches with negative findings are to be retained and shredded after one (1) year.
- 3. If the potential for Fraud exists because the individual received aid after the incarceration date, the WFI shall:
 - a. Establish a LEADER Fraud Referral on the Fraud sub-system.
 - b. Send a Future Action Control (FAC), User Control Request, Subject "NEW DATA FROM WFP&I," advising the district to re-evaluate eligibility and respond within 30 days (Attachment III). Include the JRS run date and the date of incarceration on the FAC.
 - c. Send a cc: to the District Fraud Liaison.
 - d. Print a copy of the FAC, attach it to the Jail Match Abstract and file on the right hand side of the Central Fraud Folder (CFF.)
 - e. Annotate the actions taken (FAC sent, etc.) on the JRS log.
 - f. Control for a response to the FAC within 30 days.
- 4. When the response to the FAC is received, the WFI shall:
 - a. Review LEADER Inquiry and Profile screens to confirm that corrective action was taken. Print and attach all necessary LEADER screens in order to complete the monthly savings report.
 - b. Record the response and the date received on the JRS log.
 - c. Close the investigation on LEADER per existing procedures.
- 5. If no disposition is received from the district within thirty (30) days, the WFI shall:
 - a. Advise the District Fraud Liaison that WFP&I has not received a response to the FAC.
 - b. Annotate the date of second request on the JRS control log.
- 6. If no disposition is received within fifteen (15) days of the second notice to the District Fraud Liaison, the WFI shall:
 - a. Review LEADER to determine if corrective action was taken.

III PROCEDURES (Continued)

A. Welfare Fraud Investigator (WFI) (Continued)

6. (Continued)

- b. If the case was terminated or the grant reduced as a result of the FAC, close the investigation as outlined above.
 - c. If no action was taken, follow existing WFI procedures for advising the District Fraud Liaison that a response to the FAC has not been received.
- 7. Upon receipt of a response to the FAC from the district, the WFI shall complete the following:
 - a. Sort all FACs received by the run date of the match.
 - b. Separate responses indicating positive fraud from negative responses within each run date.
 - c. Maintain all documents for each monthly report in a separate gray folder.
 - d. Annotate the roster for each run date with the date FAC response was received and the action taken by EW.
 - e. Complete the monthly report.

B. Eligibility Worker (EW)

- 1. Upon receipt of the FAC the EW shall:
 - a. Review the case record to determine if the incarcerated person is aided in the AU.
 - b. If the incarcerated person is not aided or the case was previously terminated for another reason, advise WFP&I by completing the FAC response within 30 working days.
 - c. If the incarcerated person is currently aided, initiate appropriate action to terminate aid or delete the incarcerated person per existing procedures for Cash, Food Stamps and/or Medi-Cal.
 - d. Respond to the FAC advising WFP&I that the appropriate action was taken. The Jail Match run date must be included on the response.
 - e. If the incarcerated person contests the action, contact WFP&I. The WFI will contact the incarcerating agency; confirm the incarceration and the release date.

III PROCEDURES (Continued)

B. Eligibility Worker (Continued)

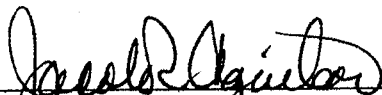
1. (Continued)

- f. Follow existing procedures for initiating a Participant/Household error on LEADER Benefit Recovery.

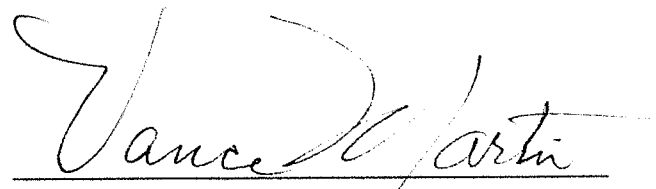
C. District Fraud Liaison

- 1. Upon receipt of the FAC from WFP&I, the District Fraud Liaison shall:
 - a. Determine if the EW has taken the appropriate action.
 - b. If the appropriate action has not been initiated, control to ensure that the EW takes the appropriate action and responds to WFP&I.
 - c. Advise WFP&I if the case has been terminated and/or the incarcerated person deleted from the AU.
 - d. If no action was taken, advise WFP&I of the reason negative action was not appropriate.

Questions regarding this directive should be directed to WFP&I's Program Staff.



Jacob R. Aguilar, Director
Bureau of Health, Nutrition & Community Services
JRA/VM:SC:LE:mh

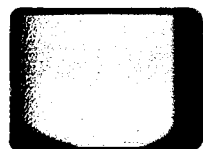


Vance Martin, Chief-In-Charge
Bureau of Workforce Services

Attachments

AD Jail Match

Approval: ☐ BHNSC ☐ BWS ☐ BAS ☐ BPPRE



RUN DATE: 02/03/2003

JRS FACILITY DATA:

---FACILITY NAME---	ORI NUMBER	BOOKING NUMBER	INCARCERATION DATE	EXPIED RELEASE	ACTUAL RELEASE DATE	CREATION DATE	FACILITY USE
LOS ANGELES	CA0190000	007493484	11/25/2002 03:24	12/30/2002	12/27/2002 15:56	01/01/2003	
S N	-----	N A M E	-----	D.O.B.	SEX	DL/D	FBI NMNR
000-00-0000 CHAVEZ							674099FA5
		ROBERT	11/13/1969	M	2MSD658		A07984021 CALOSANGE

STREET ADDRESS	CITY	ST ZIP	MOTHER'S MAIDEN NAME	FATHER'S NAME	NEXT OF KIN
315 GENEVA STREET	2 GLENDALE	CA 00000			

JRS MATCHING DATA

S S N ----- MATCHED KEY -----
CHAVE R08 11/13/1968 M

WWEF MATCHING DATA

S	V	S N U	N A M E	O. O. B.	SEX	ETHNIC CODE CO	AID	CASE NO	PER NO	DIST	WORKER	CASE NAME			
562-13-3236	J		CHAVEZ	ROBERT	11/13/1968	M	2	19	30	U41FF468	2	30	002	B404	CHAVEZ ROBERT

CURRENT
MONTH
FEB 03

[illegible]

CONFIDENTIAL INFORMATION *****

LEADER - [User Control Request]									
Activity Operations Driver Window Help									
App Reg	Show Queue	Go to...	Favorites	SFU	SFA	Print	Session Log	Help	
Type <input type="checkbox"/> Response Control Response									
Case/User Information Case Number : U41 Name:									
Control Information Due Date ▶ 07/20/2003									
Control Subject ▶ NEW DATA FROM WFP&I									
Message: Worker: Actions needs to be taken on the following new information: Per Jail Match, run date 02/03/2003, Robert Chavez was incarcerated 11/25/2002. WFI Michelle Morgan, file #49 (310) 349-4780									
cc User:						cc User...		Send	
P0007360 06/19/2003 05:55 pm									